

Queen's University and College,

KINGSTON, CANADA.



REGULATIONS

AFFECTING STUDENTS,

BEING A

Compilation of Statutes and By-Laws.

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REGULATIONS.

*.*Statutes are distinguished from By-Laws by having the letter S prefixed.

1. MATRICULATION.

1. Matriculation shall mean the act of taking rank or obtaining promotion, as an Undergraduate, by passing the University Examination at the commencement of a Session.

2. S. Every Student shall, before Matriculation, produce a certificate of character from his Minister, or some respectable party competent to grant such certificate, and at the time of his Matriculation shall subscribe the following declaration:—

"I, ———, being now admitted a Student of Queen's College, do hereby sincerely and solemnly declare and promise that I shall at all times render due respect and obedience to the Principal, Professors, and other authorities of the University, and strictly observe the Laws and Statutes thereof; that I shall give a regular attendance at my classes, and shall apply myself carefully and diligently to the studies in which I am engaged, and perform to the utmost of my power the exercises prescribed; that I shall conduct myself in a courteous and peaceable manner towards my fellow Students; and that I shall always maintain and defend the rights and privileges of the University, and never seek, in any way or manner, the hurt or prejudice thereof."

2. REGISTRATION.

3. All Students, whether Matriculants or not, must have their names and other particulars entered annually in the University Register, and when presenting themselves for Registration must produce the Treasurer's receipt for fees. When registering for the first time they must produce a certificate of character and sign the declaration which Matriculants subscribe. They shall then be entitled to Registration Tickets.

3. BOARDING.

4. No Student shall be allowed to board or lodge in any house which is not approved of by the Senate, except by permission of parents or guardians given in writing. Certificates of approval, duly authorized by the Senate, shall be issued by the Registrar to keepers of boarding houses, and their production, when asked for, shall be sufficient to warrant Students to make arrangements for boarding.

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4. ACADEMIC COSTUME.

5. S. Graduates and Under-graduates in Arts, when attending prayers, their several classes, or any College meeting, shall wear the academic costume prescribed by the College Senate.

5. MORNING PRAYERS.

6. S. Students shall attend morning prayers within the College. Exemptions in special cases may be granted by the Principal or Senate.

7. The attendance at prayers shall be marked in the University Certificates. (Regulation 72).

8. Explanations of absences shall be made in writing addressed to the Censor.

9. To prevent or correct mistakes in marking attendance, a list of absences shall be put up fortnightly, and of those not explained satisfactorily, within four days thereafter, to the Secretary of the Senate, a permanent record shall be made.

10. When a Student enters after the calling of the Roll, *lateness* shall be marked against him, and a repetition of this conduct, after admonition to the contrary, shall constitute an offence to be dealt with by the Senate.

6. ATTENDANCE AT CHURCH.

11. S. Students shall regularly attend Divine Service in the Churches to which they belong.

12. At the close of each Session Students shall be called upon to produce certificates of attendance from the Ministers of their Churches, and the character of the attendance shall be noted in the University Certificates. (Regulation 72).

7. CONDUCT IN CLASS.

13. S. The Roll shall be regularly called in each class, so that the attendance of each Student may be accurately ascertained.

14. Students absenting themselves from any class-meeting, must explain the cause of their absence to the Professor, in writing, within two days after their return, and any absence not so explained shall be marked *unexplained* in the Rolls and Class Tickets.

15. When a Student enters after the calling of the Roll, he shall be marked absent if he do not explain his *lateness* to the Professor at the close of the hour.

16. S. Each Professor, in the exercise of discipline in his class, shall have the power to admonish and fine—the fine in any case not to exceed one dollar. Fines may be inflicted for *lateness*, absence, attending without cap and gown, and similar offences. In the case of graver offences,

the Professor shall bring the matter before the College Senate. The fines shall be appropriated to the Library.

8. GENERAL CONDUCT.

17. S. Insubordination, immoral conduct either in or out of College, gross neglect of study, refusal to perform the appointed exercises, breach of College regulations, injury to College property, and all offences of a similar kind, shall render a Student liable to the infliction of a penalty proportionate to the offence. The penalties which the College Senate may inflict shall be such as the following:—

- (1). Fines not exceeding, in any one case, ten dollars.
- (2). A note of disapprobation in the class certificate.
- (3). Rustication for a definite period.
- (4). Forfeiture of right to a degree.
- (5). Degradation from the rank of Graduate.
- (6). Expulsion.

18. "Injury to College property" shall be held to mean writing upon it, scratching, cutting, breaking, disfiguring, or removing it. All Students are expected to be very careful in conserving College property.

19. An injury done without deliberate intention, when promptly acknowledged to the Principal and repaired to his satisfaction, shall not be considered a punishable offence.

20. The prompt acknowledgment of any offence shall always be taken into account in the infliction of a penalty.

9. THE COLLEGE SESSION.

21. A full Session in any Faculty shall be reckoned from the day on which the work of the Faculty begins, as announced in the Calendar, until the meeting of Convocation at which the College Session is closed.

22. Students who do not attend four-fifths of the whole number of class-meetings in a Session, shall not be regarded as having attended a full Session, unless the Senate, for sufficient reasons, record a decision to the contrary.

23. The Senate may, for reasons determined to be sufficient, allow partial attendance during one year to be completed in a subsequent year, so that a Student may thereby be credited with a full Session.

10. GRADUATION COURSE FOR B. A.

24. The course for graduation as Bachelor of Arts shall consist of four full Sessions, but Intrants who can pass the second Matriculation Examination may graduate in three Sessions.

25. Students intending to graduate must observe the appointed order

of Classes and Examinations, as announced in the Calendar. The Senate may, however, allow an Intending Graduate a division of Classes and Examinations between two Sessions, but Students to whom this allowance is granted shall be disqualified for holding any Scholarship awarded upon the University Examinations of either of these Sessions, and for taking rank in the Merit List of Passmen.

26. Students may be admitted *ad eundem statum* at any stage of the course, on producing satisfactory certificates of Matriculation and attendance at other Colleges and of progress in their studies.

11. CLASS EXAMINATIONS.

27. Statute 34 enacts that there shall be regular *viva voce* and written examinations in the classes.

28. Sickness or some similar affliction shall be the only valid excuse for absence from a written examination.

29. Not more than one satisfactorily explained absence from the written examinations of a Session shall be allowed to a Student in the determination of his status in the classes, and in order to obtain an average of marks for an examination which has not been attended, a written application must be made to the Professor on the first day of the Student's attendance thereafter.

12. CLASS CERTIFICATES.

30. S. Each Professor shall, at the close of a Session, grant certificates of attendance, progress, and attainments.

31. As respects attendance the certificates shall cover the whole period of a Student's connection with the College during the Session, both the time devoted to class work and the time spent in passing examinations.

32. No Student shall be entitled to a class certificate without showing his Registration Ticket (Regulation 3), and the Librarian's Certificate (Regulation 94).

13. UNIVERSITY EXAMINATIONS.

33. All examinations held by the appointment of the Senate for Matriculation at the beginning of a Session, for Passing at the close of a Session, for the awarding of Honours, or for the granting of Degrees, shall be called University Examinations.

34. The subjects of all University Examinations shall be intimated in the Annual Calendar, and all intimations so published shall be strictly adhered to.

35. All intending Candidates must, at such time as the Senate shall appoint, intimate in writing to the Secretary of the Senate the particular examinations at which they propose to appear, and the Honours, if any

for which they mean to compete; and before taking their places at the examination they must pay to the Secretary of the Senate the examination fee specified in the Calendar.

36. Candidates shall have seats allotted to them in the room where the examination is appointed to be held, and these seats they shall occupy during the whole of the examination, unless a change be ordered or permitted by the Secretary of the Senate.

37. No Candidate shall be allowed to bring any book or paper to the examination.

38. No communication of any kind, by conversation, exchanging of notes, or any other means, shall be allowed to pass from one Candidate to another during the examination. Each Candidate is expected to take particular care not to distract in any way the attention of other Candidates.

39. S. In each of the departments of examination written questions shall be set, to which written answers shall be given in presence of the Examiners.

40. The asking of information from Examiners respecting the contents of Examination Papers placed in the hands of Candidates shall be discouraged, and any Examiner may intimate his entire disallowance of it. An explanation considered necessary shall not be made to one Candidate without being made in the same terms to all.

41. If any Candidate be found consulting a book or note, copying another Candidate's paper, or using any other unfair means of answering the questions proposed, he shall be required at once to leave the room, and shall not be permitted to appear at any remaining part of the examination, nor shall any papers which he may have before given in be sustained. Cases of this nature shall be reported to the Senate, and the Senate shall deal with them as very grave offences.

42. If sickness, domestic affliction, or any other cause beyond one's control, prevent a Candidate from appearing at any examination at which he may have intimated his intention to appear, he may be examined afterwards, at a time appointed by the Senate, but he must make application for this privilege in writing, and produce a satisfactory certificate that the cause of his absence was beyond his control.

43. In University Examinations a Department shall be understood as including all the subjects belonging to one Professorship.

44. For the information of Candidates the marks allotted to the several Departments shall be published in the Calendar, and for the estimating of the value of Papers received from Candidates, such a proportion of the total number for a Department shall be assigned by the Examiners, subject

to the revision of the Senate, to each subject in a Department, as the relative importance of the subject may warrant.

45. No information of any kind, as to the results or expected results of any examination, shall be communicated before the public announcement of them by the authority and appointment of the Senate.

14. EXAMINATIONS IN ARTS—DEGREE OF BACHELOR, (B.A.).

46. In order to pass at a Matriculation Examination, Candidates must obtain at least one-fourth of the total number of marks allotted to each Department.

47. In order to pass at any of the other examinations, except the Final, the aggregate number of marks obtained in all the Departments must be equal to one-third of the total number allotted to the Departments; but if a Candidate reach one-third of the total number of marks in all the Departments taken together, and yet fail to obtain one-fourth of the number assigned to any one Department, he shall be allowed to pass in all the other Departments, provided he shall pass at the next examination in the subjects in which he may have failed. If, however, a Candidate fail to obtain one-fourth of the total number in more than one Department, he shall not be allowed to pass, even though he may have reached a third of the total number in all the Departments taken together.

48. In order that a Candidate for graduation may pass at the Final Examination, he must reach one-half of the total number of marks in all the Departments taken together, and one-fourth in each separately.

49. Although the number of marks reached by a Candidate at the Final Examination be found insufficient to warrant his obtaining the Degree, the Senate may judge it to be high enough to allow of his competing for a Theological Scholarship.

50. In order that a Candidate may obtain *first class* Honours in any Department, the aggregate number of marks for his Honour and Pass Papers together must be equal to three-fourths of the total number allotted to the Department.

51. In order that a Candidate may obtain *second class* Honours in any Department, the aggregate number of marks for his Honour and Pass Papers together must be equal to two-thirds of the total number allotted to the Department.

52. No Candidate shall obtain Honours in any Department if he fail to reach one-fourth of the total number of marks in any other Department.

53. If a Candidate for Honours fail to obtain the required number of marks, his Honour Papers may nevertheless be taken into account by the Senate in deciding whether he shall pass, but his place in the list of Graduates shall be determined by his Pass Papers alone.

54. The foregoing By-laws shall be so understood that if a Candidate fail only by a very small number to reach the prescribed standard, the Senate may, at discretion, postpone a final decision upon his case till he has been examined orally.

55. If the Papers of a Candidate be found sufficiently satisfactory to entitle him to pass, the Senate may dispense with an oral examination, but if by his Papers a Candidate barely reach the prescribed standard the Senate may examine him orally in order to decide upon his standing.

56. Successful Candidates shall be classified as Matriculants, Pass Men, Honour Men, and Graduates, in lists showing their order of merit.

15. DEGREE OF MASTER OF ARTS, (M.A.)

57. The Degree of Master of Arts shall not be conferred upon any Candidate until after an interval of two years from the date of his graduation as Bachelor.

58. The condition of obtaining it shall be the composition of a sufficiently meritorious Thesis, on some subject taught in the Faculty of Arts or closely connected with one of the Departments.

59. Candidates shall select their own subjects, but must intimate their selection for the approval of the Senate, before the first day of March, by letter addressed to the Secretary of the Senate.

60. The Thesis must be given in to the Secretary of the Senate on or before the first day of April, and must have attached to it a certificate showing the Candidate's age to be at least twenty-one.

61. All successful Theses for the Degree of Master shall become the property of the University.

16. AD EUNDEM DEGREES.

62. Graduates of other Colleges may be admitted *ad eundem gradum* (B.A. or M.A.) on producing satisfactory certificates of rank and character.

17. EXAMINATIONS IN THEOLOGY.

63. The standard for Matriculation shall be the same as in Arts.

64. The standard of success in a Pass Examination shall be one-fourth of the number of marks allotted to each subject mentioned in the Calendar, and an aggregate of one-third of the total number allotted to the Departments.

18. DEGREE OF BACHELOR OF DIVINITY (B. D.).

65. In order to be eligible as Candidates for the Degree of Bachelor of Divinity, Students must have the Degree of Bachelor of Arts, must have completed the Curriculum of three Sessions, and passed all the University examinations in their Theological course.

66. In order to obtain the Degree, Candidates must reach three-fourths of the number of marks allotted to each *subject* announced in the Calendar.

67. Alumni not being actual Students and Alumni of other Colleges, on producing approved certificates of attendance, study, and graduation in Arts, may be allowed to appear as Candidates.

19. GENERAL REGULATIONS RESPECTING DEGREES.

68. S. The College Senate shall, after hearing the reports of the Examiners, decide on the claims of the Candidates proposed.

69. S. No Degrees shall be granted except at the regular meetings of the College Senate appointed for that purpose.

70. S. Regular meetings (of the Senate for that purpose) shall be held annually, on Tuesday before the last Thursday in March, to grant Medical Degrees, and Tuesday before the last Thursday of April, to grant Degrees in Arts and Theology.

20. HONORARY DEGREES.

71. S. The College Senate shall have power from time to time to confer Honorary Degrees in the several Faculties, excepting Arts and Medicine, for literary, scientific, and professional distinction.

21. UNIVERSITY CERTIFICATES.

72. There shall be two kinds of University Certificates, one for Matriculants and one for Students who are not Matriculants. The latter shall contain particulars referred to in Regulations 7 and 12, and the former shall show, in addition to these particulars, what University Examinations a Student has passed, and the manner in which he has passed them, or the cause of not passing them.

22. SCHOLARSHIPS.

73. S. The Senate shall award all Scholarships in the Arts and Theological Faculties, by examination, subject only to the conditions of the founders and the regulations of the Board of Trustees.

74. The subjects of examination and all special conditions of award shall be published annually in the Calendar, and shall be strictly adhered to.

75. The minimum qualification for holding a Scholarship shall be the obtaining of one-half of the whole number of marks in all the departments taken together, and one-fourth in each. All Candidates, not being Intrants, must also be Pass Men of the last preceding Session of their course.

76. S. No Student shall hold two Scholarships.

77. When a Student gains several Scholarships of unequal amounts, he

shall hold the most valuable one, and the rest shall be awarded to the other competitors in the order of merit.

78. Suitable mention shall be made in the Calendar of the honour of gaining more Scholarships than one.

79. Scholarship cards or certificates shall be prepared by the Principal, and issued in his name to successful competitors.

80. Scholarships shall be payable by the Treasurer in two equal instalments, the latter not before the first day of April.

81. The second instalment of a Scholarship may be forfeited, under a sentence of the Senate to that effect, by general misconduct or negligence in study.

82. The holder of a Scholarship shall not be entitled to the second instalment, if his attendance prior to the first day of April cannot be certified as a full Session, unless sickness or some similar affliction oblige him to leave College before completing the Session, in which case he shall be entitled to the second instalment upon his readmission to the classes by the Senate; but all claim shall cease if he be not readmitted at some time within either of the two Sessions immediately following.

83. Scholarships shall be either *Open* or *Close*, according as they may be competed for by all Students, or, in pursuance of the expressed wish of the donors, only by Students going forward to the Ministry in connection with the Church of Scotland.

23. BURSARIES AND CHURCH STUDENTS.

84. A grant of money to a deserving Student in need of assistance, while preparing for the ministry in connection with the Church of Scotland, shall be called a Bursary, to distinguish it from a Scholarship, which always implies competition.

85. Bursaries shall be awarded only to Students in good standing as Matriculants, and shall not form a charge upon the Bursary Fund until Scholarships announced by the Bursary Committee be provided for.

86. Applications for Bursaries must be made by letter addressed to the Convener of the Bursary Committee, and every application must embody a satisfactory statement of the occasion of it.

87. Bursaries shall be payable by the Treasurer of the Bursary Fund, upon his receiving a written order from the Convener of the Bursary Committee specifying the time and mode of payment agreed upon by the Committee.

88. Nothing in these By-laws shall prevent the Bursary Committee from disposing of money for the benefit of Students, whether Matriculants or not, according to the signified wishes of particular donors; but,

on the contrary, all recommendations accompanying special contributions shall be duly observed.

89. S. A Church Student may have a Scholarship supplemented out of the Bursary Fund.

90. Students holding Church Scholarships or Bursaries shall sign an engagement to repay the money should they change their intention of applying for License, as Preachers of the Presbyterian Church of Canada in connection with the Church of Scotland.

91. Fees shall be collected from all Students alike, while attending the Arts classes, but Students having in view the ministry in connection with the Church of Scotland shall be entitled to have their *class* fees returned to them in the course of their attendance at the Theological Hall of this College, at the rate of one-fourth of the amount at their credit in each of the first two Sessions and the balance in their third Session. The time of repayment shall be the first day of April, and when more than two consecutive Sessions elapse without attendance at the Hall the benefit of this arrangement shall cease.

24. LIBRARY.

92. Every registered Student, upon producing to the Librarian his Registration Ticket, with certification that he has paid his registration fee, upon purchasing a catalogue or showing that he has purchased one, and upon subscribing his name to such of the By-laws as he may be required to sign, is entitled to borrow during the Session three volumes and no more at one time, and for two weeks and no longer at one time, and to re-borrow the same books, if during the time they have been in his possession no application has been made for them by another person entitled to the use of the Library.

93. The use of works borrowed from the Library as text or class-books is strictly forbidden, and when a Student transgresses this By-law, he forfeits all the privileges of a reader for the rest of the Session.

94. No Student entitled to the use of the Library shall have his Class Tickets signed by any Professor without producing the Librarian's certificate, testifying that his position as regards the Library is in accordance with the By-laws.

95. Every registered Student, having placed on record, in a book kept by the Librarian, his intention to return to the University, is entitled to borrow for summer reading five volumes and no more at one time, but for this privilege he shall deposit the sum of five dollars with the Librarian, whose receipt must be given up before the deposit can be returned. All books borrowed under this regulation must be returned in the follow-

ing Session, within eight days after the opening of the classes in the Faculty to which the Student will then belong.

96. When books are not returned at the end of the period for which they may be taken out, a fine of five cents a volume shall be paid by the borrower, and a further fine of three cents a volume for each day as long as they are not returned, until the amount of the fine equal the price at which the book or books retained can be replaced. If the period close on a holiday, or a day on which the Library is closed, the first day thereafter on which the Library is open shall be the day on which books should be returned. Fines due on books borrowed for summer readings shall be deducted from the borrower's deposit, and fines due on books borrowed during the Session shall cause suspension of the use of the Library until the books be returned and the fines paid.

97. Any Graduate of the University who is not a registered Student, having deposited five dollars in the hands of the Librarian and paid a subscription of three dollars, is entitled for one year from the date of deposit and subscription to the same privilege as registered Students, but, in other respects, only on the same terms as registered Students.

98. All books shall be recalled annually on the eighth day before the last day of the Session, and none shall be given out thereafter except for summer reading, and a fine of twenty cents shall be exacted for every volume retained, by whomsoever retained after that day, but this By-law shall not prevent Students leaving College before that time from borrowing books for the summer, subject to By-law 95.

99. An annual inspection of the Library by the Curators shall take place between the 8th and 16th of November, during which period the Library shall be closed, and all books, by whomsoever borrowed, must be returned to the Library before the commencement of that period, otherwise a fine of fifteen cents per volume shall be exacted, which fine shall be repeated weekly after the expiration of the time of inspection, so long as any volume is retained, until a copy of such volume of equal value be placed in the Library at the expense of the borrower.

100. Readers sending their books to the Library, or having books sent to their order, must bear all risk of loss or damage thereby occurring, and make good any loss or damage actually arising.

101. No works of reference are allowed to be taken out of the Library, and encyclopædias, dictionaries, gazetteers, books of plates or designs, manuscripts, works in natural history bearing on classification, and all quarto and folio volumes, are to be considered as works of reference, unless otherwise marked by order of the Curators. The Curators may make arrangements for allowing such works to be consulted.

102. Single numbers of magazines and periodicals are to be regarded as volumes.

103. These By-laws shall be written in a book over the words, "I hereby agree to observe the above By-laws and be subject to all the conditions therein contained, so far as they are applicable to me, during the whole time I shall continue to borrow books from the Library of Queen's University," and every person, on becoming a reader, shall be required to write his name under them.

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101. Single number of magazine and periodicals are to be retained at
least one year. The laws shall be retained in a book over the words "I have
in my possession the laws of the State of New York" and the subject in all the conditions
therein contained, so far as they are applicable to me during the whole
term of my confinement in prison, from the date of my arrest until
I am released, and every person in custody shall be required to
write the same upon the laws.